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Form Name: Security Configuration form (S&S-30)				Mode:		<a href="#">Close Form</a>	
Line	a	b					
	Number						
01	Number of Primary Security Personnel	<input type="text"/>					
02	Total Number of Security Personnel (Primary and Secondary)	<input type="text"/>					
03	Primary and Secondary Security Configuration		Primary (Check one)	Secondary (Check all that apply)			
	a. Dedicated transit police force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	b. Dedicated (transit) unit of local police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	c. Contracted local police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	d. Transit agency security force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	e. Contracted security force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	f. Off duty police officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	g. Use of local police (non-contracted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Submit Report"/>	<input type="button" value="Print"/>		

### Security Configuration form (S&S-30)

#### Overview

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This form is used to collect information on the number and type of police and/or security personnel used to provide security at a transit agency. This form is completed annually.

This form is required for all transit agencies, except those with an approved Nine or Fewer Vehicles waiver.

#### Reporting Requirements and Thresholds

The Security Configuration form (S&S-30) collects information regarding the number and type of police/security personnel used to provide security at a transit agency. One form will be generated for each [mode](#) operated by the transit agency as reported in the Safety and Security Setup form (S&S-10).

It is not necessary to update this form over the course of the year to reflect changes in staffing. Complete and submit the form once a year (during the first reporting period of the year) to provide FTA with a snapshot of security configuration and staffing.

#### What Has Changed from Prior Year

There are no changes to the Security Configuration form (S&S-30) for RY 2007.

#### Approach

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The Security Configuration form (S&S-30) must be completed annually by all reporters, except those with an approved Nine or Fewer Vehicles waiver, for each mode of service provided by the system.

#### Detailed Instructions

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As the form is being completed, changes should be saved by clicking the **Save** button frequently. When all data has been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking the **Submit Report** button. Click on the **Close** button to exit the form.

#### Total Number of Security Personnel

Enter the number of full time equivalent security or police personnel dedicated to providing security at the transit agency to the nearest tenth of a person. The [person count](#) covers both the primary configuration and secondary configurations, as described below. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).

Report only full time equivalent [employees](#) at the beginning of the calendar year. A full time equivalent employee typically works 40 hours per week, or 2,080 hours per year.

Prorate the person counts if a full time employee:

- Spends only part of his/her time providing transit security, or
- Provides transit security for more than one mode.

In these cases, the transit agency may use any reasonable method.

#### Example 2 — Enumerating Security Personnel

**Example:** A transit agency uses four full time employees plus one-third of an additional employee's time to provide security on its buses.

**Solution:** On the Security Configuration form (S&S-30), in the first box enter **4.3**.

#### Number of Primary Security Personnel

Enter the number of personnel used in the primary configuration. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

## Total Number of Security Personnel (Primary and Secondary)

Enter the number of personnel used in the both the primary and secondary configurations. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

## Primary and Secondary Security Configuration Checklist

From the **Checklist** select the security configurations that are used by your agency. For primary select only one, for secondary, check as many boxes as apply.

### Primary and Secondary Security Configuration selections:

- |   |   |
|---|---|
| <p>a. Dedicated transit police force — Agency operates a (sworn) transit police force.</p> <p>b. Dedicated (transit) unit of local police — Agency makes use of a municipal police force or sheriff's department (not paid for directly by your agency) that has a specific transit unit or department.</p> <p>c. Contracted local police — Agency contracts with a local police department or sheriff's department to provide officers or deputies who provide security services at the transit agency.</p> <p>d. Transit agency security force — Agency uses in-house non-sworn security guards (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.</p> | <p>e. Contracted security force — Agency uses contracted non-sworn security guards (i.e., not sworn police officers).</p> <p>f. Off-duty police officers — Agency hires off-duty police officers who "moonlight" at the transit agency (i.e., it contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).</p> <p>g. Use of local police (non-contracted) — Agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area, but is also used by the transit agency from time to time, as needed.</p> |
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### Example 3 — Security Configuration Reporting

#### Example: Primary and Secondary Security Configurations

A transit agency, that only operates bus (MB) service, uses 12 security guards to patrol its non-revenue facilities as well as to respond to any incidents that may occur on its buses. In addition, local police are called occasionally to respond to more serious events. The agency, however, considers the security guards to constitute its primary security configuration.

#### Solution:

- For line 01, Number of Primary Security Personnel, and line 02, Total Number of Security Personnel, **enter 12**
- For line 03, column a, primary configuration, check the **Contracted security force** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

#### Example: Multiple secondary security configurations

A transit agency, that only operates bus (MB) service, uses a transit police force of 15 officers, which it considers to be its primary means of providing security. In addition, the agency hires 20 security guards to patrol parking lots and calls the local police department to respond to incidents occasionally.

#### Solution:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 35**
- For line 03, column a, primary configuration, check the **Contracted security force** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

### Example 4 — Allocating Security Personnel among Modes

**Example:** A transit agency operates both bus (MB) and light rail (LR) service. The transit agency contracts 12 security guards to patrol its non-revenue facilities (administrative buildings). There are 400 MB and 100 LR employees working at the administrative buildings. The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles.

**Solution:**

- On the Security Configuration form (S&S-30) (bus (MB)) **Contracted security force** is selected as the primary security configuration; for total personnel and for primary configuration **enter 9.6** (400 MB employees / 500 total employees X 12 security guards)
- On the Security Configuration form (S&S-30) (light rail (LR)) **Contracted security force** is selected as the primary security configuration. For total personnel and for primary configuration **enter 7.4** [(100 LR employees / 500 total employees X 12 security guards) + 5 rail guards].

## Line by Line Instructions

**Completing the Security Configuration form (S&S-30)**

From the **Safety and Security** screen, click on the **Security Configuration form (S&S-30)** link.  
Complete the Security Configuration form (S&S-30) following the instructions in this section.

**Getting Help**

**Form Level Help:** Click on the **Help** tab at the top of the screen for form level help.

#	Column	Item	Action	Instruction
01	a	Number of Primary Security Personnel		Enter the number of full time equivalent security or police personnel dedicated to providing security at the transit agency. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).
02	a	Total Number of Security Personnel (Primary and Secondary)		Enter the number of personnel used in this primary and secondary configuration. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.
03	a	Primary and Secondary Security Configuration — Primary	<b>Checklist</b> – select only one	<p>Select the primary security configuration for your transit agency:</p> <ul style="list-style-type: none"> <li>a. Dedicated transit police force — Agency operates a (sworn) transit police force.</li> <li>b. Dedicated (transit) unit of local police — Agency makes use of a municipal police force (not paid for directly by your agency) that has a specific transit unit or department.</li> <li>c. Contracted local police — Agency contracts with a local police force (police department or sheriff's department, for example) to provide officers or deputies who provide security services at the transit agency.</li> <li>d. Transit agency security force — Agency uses in-house non-sworn security guards (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.</li> <li>e. Contracted security force — Agency uses contracted non-sworn security guards (i.e., not sworn police officers).</li> <li>f. Off-duty police officers — Agency hires off-duty police officers who moonlight at the transit agency (i.e., it contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).</li> <li>g. Use of local police (non-contracted) — Agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area, but is also used by the transit agency from time to time.</li> </ul>
03	b	Primary and Secondary Security Configuration — Secondary	<b>Checklist</b> — select as many as apply	Select all other security configurations that are used by your agency (see above for definition of choices). Check as many boxes as apply.

**Saving the Security Configuration form (S&S-30)**

Click on the **Save** button at the bottom of the screen to save the form.

Click on the **Close** button at the bottom of the screen to close the form without saving.

### Completing the Security Configuration form (S&S-30)

#### Submitting the Security Configuration form (S&S-30)

When all data has been entered into the form and verified for accuracy, the data can be submitted to FTA by clicking the **Submit Report** button.

Click on the **Close** button to return to the **Safety and Security** tab.